



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007344

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **VNDR** PCC: **0** Date: **09/1** PO Method: **1/19** **DG** Dispatch: **Dispatch Via Print** Rev Dt:

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** TEXAS DEPARTMENT OF CRIMINAL JUSTICE (TD)  
 PO BOX 99  
 HUNTSVILLE TX 773420099  
 United States

**Ship To:** 1P00 - TxDMV Warehouse  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 3696696696 6

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Purchaser:** Monica C Hernandez  
**Phone:** 512/465-1261  
**Fax:** 512/465-5641  
**Email:** Monica.Hernandez@txdmv.gov

**Fax:**  
**Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

Per TCI Bid #2009-032 dated September 9, 2019

**Vendor Contact**  
 Don Moore  
 (254) 883-1536

The Prison Made Good Acts:  
 Texas Department of Criminal Justice (TDCJ) and Texas Correctional Industries (TCI), a division of the TDCJ, Texas Government Code, Title 10, Subtitle D, Chapter 2155, Subchapter A, Sec. 2155.065 and Texas Government Code, Title 4, Subtitle G, Chapter 497, Subchapter A, Section 497.023 - 497.029)

**Change Orders:**  
 Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

**Payment:**  
 Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV\_FIN-INVOICES@txdmv.gov (note: There is an underscore "\_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

Authorized Signature

*Monica C. Hernandez* 09/13/2019



Texas Department of Motor Vehicles  
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Business Cards (Digital Printing); 3.5" x 2"; Paper Stock: Recycled, Starbright Opaque White 100lb Smooth Cover, Brightness 90-93; DMV-0108: 500/Box, 1-Sided	966/36	11.0000	BOX	\$15.02000	\$165.22	10/11/2019
						Schedule Total	\$165.22
						ReqID:	0000008023
1 each for the following (Samples attached): Pamela J Petry Jolly Pathak Jason Verette Carlos Garth Thomas Beckley Sean Knox Pheng Khov Joe Grace David Pustka Caryn Kirk Adrienne C. Carter, MSTC  TxDMV Contact Virginia Pickering Virginia.Pickering@TxDMV.gov (512) 465-4031							
						Item Total for Line # 1	\$165.22

Authorized Signature

*Monica Hernandez* 09/13/2019



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Business Unit # 60800  
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
2- 1	Business Cards (Digital Printing); 3.5" x 2"; Paper Stock: Recycled, Starbright Opaque White 100lb Smooth Cover, Brightness 90-93; DMV-0108: 500/Box, 1-Sided	966/36	3.0000	BOX	\$15.02000	\$45.06	10/11/2019
						Schedule Total	\$45.06
						ReqID:	0000007883
1 each of the following (Samples attached) Lenora Blakes Dan Clark Grady Meyer  TxDMV Contact Renee Israel Renee.Israel@TxDMV.gov (512) 465-1420							
						Item Total for Line # 2	\$45.06

Total PO Amount \$210.28

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature  
  
09/13/2019

2009-032



**BID QUOTATION**  
**Texas Correctional Industries**  
**Hobby Unit Printing Facility**  
Vendor ID# 3-696-696-696  
742 FM 712  
Marlin, TX 76661-4685  
Phone: (254) 883-1536  
Fax: (254) 883-1537



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Customer: TEXAS DEPARTMENT OF  
MOTOR VEHICLES

Contact: Monica Hernandez  
Phone: (512) 465-1261  
Fax:  
Email: monica.hernandez@txdmv.gov

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**TCI Bid # 2009-032**

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Job Description: Business Cards (Digital Printing)

- 1.1 Bid prices are considered firm for acceptance from date of quote response to August 31, 2020.
- 1.2 Delivery will be 12 days after receipt of order or 7 days after receipt of proof Approval. (ARO)
- 1.3 Shipping information:
  - (a) Orders totaling \$50.00 or more will be shipped F.O.B. Destination, freight prepaid and included to a single destination.
  - (b) Orders less than \$50.00 will be shipped prepaid and added to invoice as a separate line item.
    - Freight Charge is \$9.77 for 1-2 boxes, \$10.86 for 3-4 boxes and \$11.54 for 5 boxes.
- 1.4 All Business cards printed on recycled paper.
- 1.5 Vendor contact is listed at the end of the contract.
- 1.6 Vendor shall include boxing in an appropriate box and labeling of contents and quantities.
- 1.7 No under-runs allowed. Over-runs will be accepted at no charge.
- 1.8 Each order will require a separate invoice to the qualified entity. Due to qualified entity's accounting procedures, payments may be received individually by name of card requested. Vendor shall provide the Texas Department of Motor Vehicle's Purchase Order number on all invoices and packing slips.
- 1.9 Paper Stock: Recycled, Starbright Opaque White 100lb Smooth Cover, Brightness 90-93

2009-032



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**TCI Bid # 2009-032**

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- 2.0 Printing Specifications:  
(a) May be printed on one or both sides.
- 2.1 Printing Specifications:  
(a) May be printed on one side or both sides.  
(b) No cards larger than 3.5 x 2 in this quotation.  
(c) Prices include state seals, composition (in English) and typesetting, make-ready, one Faxed pre-press proof, paper stock, press work, boxing and cards.  
(d) Special logos and artwork are to be furnished by electronic file or camera-ready by the ordering entity.  
(e) A complete sample with all information for each individual should be sent with each purchase order.
- 2.2 Typesetting and Proofing:  
(a) There is no required standardization of State Business Card type or style.  
(b) The vendor is prepared to receive orders in various typesetting styles and colors.  
(c) Reorders of existing cards: Sample should be sent to vendor.  
(d) The vendor should match the sample as much as possible or make changes Indicated.  
(d) If there are changes or it is a new card, a faxed or on-line prepress proof may be requested by the ordering entity prior to printing.
- 2.3 Class and Item Number for Business Cards: 966-36
- 2.4 Pricing is as follows regardless of number of colors:
- DMV-0107: 250/BOX, 1-SIDED = \$9.39  
DMV-0107.01: 250/BOX, 2-SIDED = \$11.75  
DMV-0108: 500/BOX, 1-SIDED = \$15.02  
DMV-0108.01: 500/BOX, 2-SIDED = \$17.52  
DMV-0109: 1000/BOX, 1-SIDED = \$30.05  
DMV-0109.01: 1000/BOX, 2-SIDED = \$32.00

2009-032



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Phone: (254) 883-1536  
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Contact: Monica Hernandez  
Phone: (512) 465-1261  
Fax:  
Email: monica.hernandez@txdmv.gov

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TCI Bid # 2009-032

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2.5 **Vendor Information**  
Texas Correctional Industries  
Hobby Unit  
Hobby Printing Facility  
742 FM 712  
Marlin, TX 76661-4685  
Phone: (254) 883-1536  
Fax: (254) 883-1537

**Contact: Don Moore**

If you have any questions, please contact Don Moore at the above number.

Don Moore

Authorized By  
Don Moore, Assistant Plant Mgr.

Sept. 9, 2019

Date

2009-032



**BID QUOTATION**  
**Texas Correctional Industries**  
**Hobby Unit Printing Facility**  
Vendor ID# 3-696-696-696  
742 FM 712  
Marlin, TX 76661-4685  
Phone: (254) 883-1536  
Fax: (254) 883-1537

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**PAMELA J PETRY**

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Information Technology Services Division

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[www.TxDmv.gov](http://www.TxDmv.gov)

**JOLLY PATHAK**

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**JASON VERETTE**

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**THOMAS BECKLEY**

PMO Portfolio Manager

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**SEAN KNOX**

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**JOE GRACE**

Server Services Manager

Information Technology Services Division

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**CARYN KIRK**

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**ADRIENNE C. CARTER, MSTC**

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**LENORA BLAKES**

Title Permit Section Lead

Motor Carrier Division

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\*Your name and address are all CAPS. Everything else is upper/lower case.

**DAN CLARK**

Credentialing Specialist  
Motor Carrier Division

○ 512.465.3723

[Dan.Clark@TxDMV.gov](mailto:Dan.Clark@TxDMV.gov)

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\*Your name and address are all CAPS. Everything else is upper/lower case.

**GRADY MEYER**

Program Manager

Innovative Technology Deployment (ITD)

Motor Carrier Division

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